

# Verification for Cause Tracking Form

Verification for Cause can occur at any time during the school year. The LEA has an obligation to verify all approved applications that may be questionable; that is, verification "for cause". Such verification efforts cannot delay the approval of applications. If an application is complete and indicates that the child is eligible for free or reduced price benefits, the application must be approved. Only after the determination of eligibility has been made can the LEA begin the verification process. Acceptable documentation of income or receipt of assistance may be provided for **any point in time** between the month prior to application and the time the household is required to provide income documentation. Because of year-long duration of eligibility, households are not required to report changes in income or household size or changes with regard to participation in a program that makes the children categorically eligible.

- ☐ Check here if Verification for Cause occurred before Nov. 15<sup>th</sup>. Results must be included in Section 5 of CNP Verification Summary Report.
- ☐ Attach to **each** application selected for verification with a copy of all correspondence from the household regarding verification and a copy of documents received from the household.

Number of Students on Application: \_\_\_\_\_

Original Determination was (check one):

- ☐ Free Eligible Based on Categorically Eligible (\*SNAP/TANF/FDPIR Case # or Foster or Homeless/Migrant/Runaway)
- ☐ Free Eligible Based on Income/Household Size Information
- ☐ Reduced-Price Eligible

**Step 1** ☐ **Confirming official must sign and date household application and must not be the same as the Determining official**

☐ **Conduct Mandatory Confirmation of Application:**

☐ **Confirmed Original Determination, no change in benefits**

Continue to Step 2.

☐ **Changed from Reduced to Free**

Notify household, change benefits within 3 days, continue to Step 2.

**Date eligibility status updated on BID:** \_\_\_\_\_ (within 3 operating days of date letter sent)

☐ **Changed from Free to Reduced**

Do not change benefits; continue to Step 2.

☐ **Changed to PAID**

Notify household, change benefits after 10 calendar days of date letter sent and remove this application from verification sample. Select new application for verification.

(Start again with Step 1 with **new** application and **new** tracking form.)

**Date eligibility status updated on BID:** \_\_\_\_\_ (after 10 calendar days of date letter sent)

**Step 2** ☐ **Send First Verification Notice:**

Date verification notice was sent: \_\_\_\_\_

Date response due from household: \_\_\_\_\_

***\*If no response by household by given due date, must follow up with household***

☐ **Send Second Verification Notice**

Date second notice was sent/called/emailed: \_\_\_\_\_

☐ **Follow-up official must sign and date household application**

**Step 3** ☐ **Results of Verification (Select ONE):**

☐ **Responded, no change in benefits**

Send Letter of Verification Results (confirming no change) and attach to this tracking form.

**Date letter sent:** \_\_\_\_\_

☐ **Responded, original determination changed to Free**

Send Letter of Verification Results and attach to this tracking form

**Date letter sent:** \_\_\_\_\_

**Date eligibility status updated on BID:** \_\_\_\_\_ (within 3 operating days of date letter sent)

☐ **Responded, original determination changed to Reduced**

Send Letter of Verification Results and attach to this tracking form

**Date letter sent:** \_\_\_\_\_

**Date eligibility status updated on BID:** \_\_\_\_\_ (after 10 calendar days of date letter sent)

☐ **Responded, original determination changed to Paid**

Send Letter of Verification Results and attach to this tracking form

**Date letter sent:** \_\_\_\_\_

**Date eligibility status updated on BID:** \_\_\_\_\_ (after 10 calendar days of date letter sent)

☐ **No response, original determination changed to Paid**

Send Letter of Verification Results and attach to this tracking form

**Date letter sent:** \_\_\_\_\_

**Date eligibility status updated on BID:** \_\_\_\_\_ (after 10 calendar days of date letter sent)